



	<b>No. 17-06</b>
<b>Subject:</b> CALSTARS Access for FI\$Cal 2017 Release Departments	<b>Date Issued:</b> 11/17/2017
<b>References:</b> Budget Letter 17-28	<b>Expires:</b>

**PURPOSE:**

This COM is to inform FI\$Cal 2017 release departments that CALSTARS access will be limited to view and report requests effective January 2018.

**BACKGROUND:**

During the FI\$Cal transition meetings in June 2017, departments were informed they would be allowed to use CALSTARS for a few months into their FI\$Cal implementation for mostly validation purposes. FI\$Cal is the book of record for the 2017 release departments. All daily, month-end close and year-end close processes must be performed using the FI\$Cal system. Budget Letter 17-28 prescribes the month-end closing requirements and deadlines for departments using FI\$Cal.

**DEPARTMENT ACTION:**

All 2017 release departments need to submit a CALSTARS Security Form (Form 95) for the entire department by December 22, 2017. CALSTARS Agency Security Officers should review their USERIDs on the CALSTARS Menu I.70 Security Entry Screen and delete USERIDs that are no longer needed to view and report and make any necessary changes, then order the CSI017-0 Security File by Agency report for an updated list of USERIDs.

See the attached Form 95 for details on the User access allowed effective January 2018. Agency Security Officers must print and sign the attached Form 95, scan form, attach the list of USERIDs, and e-mail to the Department of Finance, Production Control at [prodcntl@dof.ca.gov](mailto:prodcntl@dof.ca.gov). CALSTARS will change your access and e-mail you the CSI017-8 reports which will show the Security File by USERID before and after the change.

Departments who feel like there is a critical need for additional access beyond December 2017 may send a request for an extension to Finance, CALSTARS Production Control Unit prior to December 22, 2017. The request must be submitted by the manager of your accounting office and shall include sufficient justification for your request and plan of action to comply in changing CALSTARS access. Requests for full CALSTARS access for the entire fiscal year 2017-18 will not be allowed. This request must be sent to [prodcntl@dof.ca.gov](mailto:prodcntl@dof.ca.gov) with subject title: CALSTARS Access Extension Request.

If you have any questions, please e-mail CALSTARS Production Control Unit at [prodcntl@dof.ca.gov](mailto:prodcntl@dof.ca.gov).

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